

Regional Offices

1. APPLICATION FOR PERMIT TO CUT COCONUT TREES

Schedule of Availability of Service:

Monday-Friday

8:00 a.m. - 5 p.m. without noon break

Who may avail of the Service:

1. Landowner or authorized representative
2. Controlling majority of the co-owners
3. Any authorized representative of a corporation
4. Tenant, worker, tiller or farmer
5. Barangay Captain or owner of land/property that is endangered by coconut trees planted in adjacent land.

What are the requirements:

1. PCA prescribed application form for Permit to Cut
2. Valid I.D. or Community Tax Certificate
3. Proof of ownership or legal possession of affected land (TCT's, Tax Declaration, etc.)
4. Affidavit of non-encumbrance
5. Additional requirements:
 - a. Duly notarized written consent or Special Power of Attorney (SPA) if applicant is through a representative
 - b. Duly approved board resolution for corporation
 - c. Notarized written consent of co-owners
 - d. Sangguniang barangay resolution
 - e. Final conversion order issued by DAR/Cert. of Conversion to other crops issued by DA.

Duration: 10 days and 10 minutes

How to avail of the service:

Step	Applicant/Client	Service Provider	Duration of Activity (under normal circumstances)	Person In Charge	Fees	Form
1	Fill-out PCA/Prescribed Application Form for Permit to Cut (PTC) and submit supporting documents	Agriculturist determine the completeness of application and its supporting documents	5 minutes	Agriculturist		PCA prescribed Application Form

2	Pay to the Cashier the corresponding non-refundable cutting permit fee and filing/processing fee	Process payment and issue Official Receipt (OR)	5 minutes	Cashier	Cutting Permit Fee P25.00 per every tree applied for cutting Filing/Processor Fee to be paid in the following rates: P100.00 - 1 to 50 coco trees P250.00 - 51 to 100 coco trees P500.00 - 101 to 500 coco trees P1,000 - 501 or more coco trees	
3	Present OR and wait for the application to be processed/verified	Agriculturist post the application in Brgy. Hall and the site/area subject of application for 7 days. Also conduct verification, field and ocular inspection and consultations to determine veracity of documents Submit to PCDM his recommendation on whether application should be granted or not.	9 days	Agriculturist		Certificate of Posting Proof of Consultation Inspection and Evaluation Report
4	Sign and receive the approved Application for PTC	Issue the Permit to Cut	1 day	DC 1/RM/ Administrator		Permit to Cut

End of Transaction